

**CAPITAL COMMUNITY COLLEGE**  
**CC Educational Assistant**  
**Child Development Assistant Teacher**  
Part Time, 10 Month, (17 hours per week) (No medical benefits)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 950 Main Street, Hartford, CT 06103  
**Hours:** 17 hours per week  
**Salary:** \$22.62 per hour  
**Closing Date:** January 24, 2013

**General Knowledge,  
Skills and Ability:**

The incumbent should have an Associates' Degree in early childhood education or related field with at least 12 credits in early childhood education. Experience working in a NAEYC accredited program is preferred.

**General Experience:**

The Child Development Assistant Teacher will work under the direction of the Director of Child Development Center at the college. The position is accountable for contributing to the development, protection and care of children enrolled in the College's Child Development Center through the effective performance in (1) teaching, protecting and caring for children; (2) parent communication, and (3) Center operation. The Child Development Center provides child care, child development, nutrition and related services for the pre-school children of students, staff and citizens of the surrounding community. The Child Development Center provides the collateral function of serving as laboratories for the practical experience by early childhood education students at the college.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application Instructions:**

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Ms. Suzanne Rocco-Foertsch  
Director of Child Development Center  
Capital Community College  
950 Main Street  
Hartford, CT 06103  
APPLICATION

Letter of application must be postmarked no later than January 24, 2014.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.